Public Buildings

Part-Time Custodian

Mayor Pamela Bobst

Reports To: Facility & Maintenance Manager  Salary: $14.00 - $16.00 DOQ
Shift: 7:00 A.M. to 12:00 P.M.  Monday through Friday  FLSA Status: Exempt
Evenings and Weekends on occasion

Position Overview:
Under general supervision of the Facility and Maintenance Manager, the Custodian performs basic set-up, cleaning and maintenance of the public buildings throughout the municipal campus, and assist the full-time custodians and/or the Facility and Maintenance Manager in various facility management duties such as cleaning and maintenance. Duties and schedules are dependent on event based scheduling. Performs various miscellaneous duties as assigned or needed. The Custodian uses standard cleaning equipment and supplies including, but not limited to, vacuums, mops, buffers, ladders, basic hand and power tools. The position also required working with potentially hazardous materials including, but not limited to, solvents, sanitizing agents, cleaners, acids and lubricants. The Custodian also uses standard landscaping tools including, but not limited to, mowers, trimmers, snow blowers and leaf blowers. The work is performed in a variety of environments including a typical office environment, as well as outdoors in adverse weather conditions. The incumbent is also exposed to cleaning chemicals (including acids), lubricants and solvents. The incumbent may be required to work on elevated equipment.

1. Cleaning and Maintenance  50%
   - Inspects facility, lighting and bathrooms to ensure effective operation*
   - Performs routine building maintenance including minor repairs to electrical and plumbing systems and interior/exterior painting*
   - Cleans public buildings including restrooms, lobbies, halls and offices *
     - Operates standard cleaning equipment and supplies including, but not limited to, vacuums, carpet scrubbers, mops, and ladders
   - Sanitizes restrooms and jails *
   - Cleans and maintains the exterior of the building *
     - Plants and maintains flowers, bulbs, shrubs etc.
     - Operates mowers and other manual and/or power landscaping equipment
     - Clears sidewalks and other pedestrian areas of snow, ice, debris and other potential hazards
     - Operates snow blowers, leaf blowers
   - Collects refuse from interior and exterior waste receptacles and properly disposes of same *
   - Performs other related duties as assigned *

2. Equipment Set-up and Clean-up  40%
   - Moves and arranges furniture and video and sound equipment to meet program needs*
   - Assist public users and event coordinators with various needs for equipment or assistance*
   - Assists Facility and Maintenance Manager in coordinating rental and delivery/return of equipment and furniture for various programs
3. Administrative Support 10%

- Assists the Manager in various facility management duties
- Responds to requests for information regarding Memorial Hall rental policies and contracts
- Conducts public tours of Memorial Hall to explain and demonstrate facility uses and resources*
- Performs various miscellaneous duties as required or assigned*

* Denotes essential function of the job

SUMMARY OF REQUIRED QUALIFICATIONS:
The position requires a high school education; or an equivalent combination of education or experience which provides the necessary skills and abilities to perform the job.

Position will be posted until filled. Applications may be obtained at [http://s500873721.onlinehome.us/hr_docs/employment_application.pdf](http://s500873721.onlinehome.us/hr_docs/employment_application.pdf) or at Rocky River City Hall. Submit completed application, cover letter and resume, Monday through Friday, 8:30 a.m. to 4:30 p.m. at:

Michael T. Greco, Director  
Human Resources Department  
City of Rocky River  
21012 Hilliard Boulevard  
Rocky River, OH  44116

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